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MHQ-2113  
20 October 1982

MEMORANDUM FOR: Chief, Austria Bureau

FROM: [redacted] 25X1  
Chief, Executive and Planning Staff

SUBJECT: Representational Funds [redacted] 25X1

REFERENCE: MHQ 1193, dated 22 December 1981  
Same Subject

1. Your bureau is authorized \$100 in representational funds for FY 1983 under the guidelines of MHQ-1193, paragraph 2. [redacted] 25X1

2. You may claim reimbursement up to the amount authorized above by submitting an accounting to B&F. The accounting should include a guest list as well as a breakdown of the expenses claimed and receipts. [redacted] 25X1

3. Do not exceed your representational allotment prior to advising Headquarters. This is a fixed amount per fiscal year and we can only increase one bureau by decreasing another. [redacted] 25X1

4. Regarding paragraph 3 of reference, all reimbursements from the DCI fund, even those less than \$50, must have prior approval. [redacted] 25X1

[redacted] 25X1

DDS&T/FBIS/E&PS [redacted] (19Oct82) 25X1

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